

246 November 1957

MEMORANDUM FOR: Executive Officer, DE/P

SUBJECT: Report on "Administrative/Support Workload at Small Stations and Messes", 19 June 1957.

1. With one exception, all of the recommendations of subject survey are being implemented; and the implementation has reached a point where it is considered safe to drop routine written reports on the survey. The single item on which no action has taken place is discussed in paragraph 6 below. The balance of this report is keyed to the individual recommendations of the survey.

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3. Recommendation b. - "That efforts be continued to have as many as possible Class 'B' installations report to Class 'A' Regional Certifying Officers in the field so that the financial reports may be reviewed, certified and audited locally, and consolidated for forwarding to Headquarters." This is being done. The realities which make it impossible to extend this method at this time are:

b. The imposition of ceiling. (The procedure generally does not save headquarters slots.)

4. Recommendation c. - "The conversion to the 'Type III' Station Supply System, as discussed in paragraph 4(a) above, be made as soon as possible so that the scope of supply records activity imposed upon small Stations may be reduced." OL has completed work on the "Type III Station Supply System" and it has been sent to D/S for coordination. OL estimates that, under present procedures, 6% of the time of the Administrative Assistant at a small Station or Base is devoted to logistical matters and that under the new proposed system this will be halved.

5. Recommendation d. - "That when the present 'Detached Station Supply System' is revised to apply to the few installations remaining in this category, the new handbook be issued in more understandable language than the publication now in effect." OL is currently working on this handbook and is interested in its early issuance. It is expected that it will go to D/S by 2 December 1957.

6. Recommendation e. - "That the Offices of Personnel, Logistics, Training, and the Comptroller review the listing of reports under Tab II in the light of pending changes in regulations and handbooks, and advise Management Staff, D/S within thirty (30) days of amendments necessary so that a current listing may be published for reference and guidance by Field Stations. (Management Staff will publish a complete new listing whenever warranted by sufficient changes.)" No over-all adjustments have been made as a result of this recommendation although the Offices individually have been considering and planning for the reduction or consolidation of the reports required by them in the process of the revising of their regulations. The report was sent to OL, OF, OTE, and the Comptroller for information rather than action. Since the recommendation is basically a good one, it will be brought to the attention of those Offices again by S.A.-D/S.

#### 7. Suggestions f. -

a. Selection of well qualified Administrative Assistants. This recommendation is like being against sin. It is believed that the Divisions and GS Career Service are doing as well as possible and that they should not be unnecessarily harassed on this score.

b. Review of Fitness Report definitions and standards. The "Fitness Report Task Force" has nearly completed its work and will present its proposed revision to the Career Council in the near future. It is understood that the Career Council has expressed active interest in this subject.

c. Elimination of Forms 198 and 191. A revision of FM 70-200-1 is currently in process. It eliminates these two Forms for field use.

d. Elimination of "transmittal form" disposition.  
The non-accountable material pouch manifest is being distributed to Stations and Bases by Book Dispatch 475 which explains its use. This recommendation should be fully implemented by 1 January 1956.

e. Report of results of "Test run" on new pre-assembled, carbon inter-leaf, snap-out dispatch form.  
The report on the "test run" favored the pre-assembled, carbon inter-leaf, snap-out form. The Records Committee took the form under consideration, modified the format, and it is now out for trial. It should be in general use 1 April 1956.

f. Reduction in pouch envelopes. This subject is presently in the hands of the Records Committee for active consideration by the IS/P Records Committee. Responses to Book Dispatch 206 also remarked on this item and were, therefore, given to the IS/P Records Policy Officer.

[Redacted]  
Special Support Assistant  
to the  
Deputy Director (Support)

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cc: IS/P  
Chief, GAN Staff (IS/P) (S), Agt/